RECORD KEEPING REQUIREMENTS FOR PROGENY BRED
“IN-HOUSE”

Purpose: Federal law dictates that the Institutional Animal Care and Use Committee (IACUC) must approve the number of animals utilized on each protocol. Many animals are produced within the University. This policy describes the steps required of investigators to insure that the maximum number of animals approved for a protocol is not exceeded.

Procedure: Upon utilization or at weaning of warm-blooded animals and amphibians produced in-house (utilization includes euthanasia of mice not bearing the transgene), whichever is earlier in the animal’s life, the investigator must report the animal’s utilization to the Animal Procurement Office of ULAR by using the attached form.

Effective Date: This policy goes into effect on February 15, 2000. The policy and form will be available on the ORA and ULAR web sites for viewing and downloading.
This form must be completed when weaning animals or when using neonates prior to weaning. It must be submitted no later than the end of the first week of the month following any month in which animals are produced in-house. You may summarize an entire month’s production for any one protocol on this form.

Month(s) and Year of Production

Protocol Number:  
Species

Principal Investigator

Contact Person  Telephone #  email

1. If neonates were used prior to weaning, please specify below what protocol they were used on and how many animals were used for each protocol.

   Protocol  Number used

   Protocol  Number used

   Protocol  Number used

2. Under what protocol number will animals being weaned be used? If they will be used on more than one protocol, then you must specify the number to be used on each protocol.

   Protocol  Number used

   Protocol  Number used

   Protocol  Number used

THIS FORM IMPLEMENTS IACUC ANNEX XXIV AND MUST BE COMPLETED FOR ALL WARM-BLOODED ANIMALS AND XENOPUS SP. FAX THE COMPLETED FORM TO THE ULAR ANIMAL PROCUREMENT OFFICE AT (215) 898-0309. THESE ANIMALS WILL BE CHARGED AGAINST THE NUMBER OF ANIMALS APPROVED FOR THE PROTOCOL (S) SPECIFIED ON THIS FORM.